

Job Description

GENERAL FOREMAN OF MOTOR TRUCK DRIVERS

405982

Description

BID ANNOUNCEMENT

GENERAL FOREMAN OF MOTOR TRUCK DRIVERS

DEPARTMENT OF STREETS & SANITATION

Bureau of Sanitation

Number of Positions: 1

(Additional vacancies possible pending budget approval)

Starting Salary: \$52.43; Grade: PR

Applications for this position will be accepted until 11:59pm CDT on Friday, November 8, 2024.

This position is covered under the City's collective bargaining agreement with the Teamsters, Local 700. (BARGAINING UNIT 08). Only employees in City job titles in this bargaining unit are eligible to bid on this position.

BID INSTRUCTIONS: Apply on the bid site: <https://chicago.taleo.net/careersection/103/jobsearch.ft?lang=en> AND

- 1. Check the box on your profile titled "Currently employed by the City of Chicago"**
- 2. Enter your employee ID (located on your pay stub labeled 'payee/employee number')**
- 3. Select your correct bargaining unit**

FAILURE TO FOLLOW THESE INSTRUCTIONS WILL RESULT IN A REJECTED BID APPLICATION.

Under direction, directs and oversees the operation and assignment of Foremen of Motor Truck Drivers (MTDs) and their crews within various City departments; and performs related duties as required

ESSENTIAL DUTIES

- Assigns, schedules, and supervises foremen to ensure adequate coverage of all operations
- Supervises the preparation of work schedules and truck routing for personnel and equipment
- Conducts on-site observations of personnel, equipment, and facilities to ensure efficiency of operations
- Directs and assigns towing vehicles to retrieve inoperable equipment
- Meets periodically with foremen to review safety procedures, analyze equipment condition, and prepare route modifications
- Reviews and monitors operating reports, requests for repair, and leasing and repair invoices
- Directs and supervises the movement of impounded vehicles to auction sites
- Investigates accidents involving City-owned and contracted vehicles and complaints of alleged damage to towed vehicles
- Assists in the preparation and review of equipment specifications
- Ensures new MTDs attend safety training programs
- Reviews and interprets departmental policies and procedures

- Reviews and initiates corrective action or progressive disciplinary procedures
- Oversees the preparation of daily assignment sheets, project summaries, and work activity reports
- Oversees the call-out procedures of personnel during snow removal operations and other emergencies
- Issues parking violations to illegally parked vehicles for towing purposes
- Verifies types and amount of waste disposal transported to landfill or transfer sites
- May supervise the activities of subordinate personnel at motor maintenance facilities
- Monitors daily fuel consumption reports and orders fuel

Additional duties may be required for this position.

Location: 121 N. LaSalle Street

Days Off: Varies, based on operational needs.

Shift: Varies

THIS POSITION IS IN THE CAREER SERVICE.

Qualifications

MINIMUM QUALIFICATIONS

Three (3) years of work experience in the operation of automotive equipment, of which one (1) year is in a supervisory role related to the responsibilities of the position

Licensure, Certification, or Other Qualifications

A valid State of Illinois Class "A" or "B" Commercial Driver's License is required

NOTE: *You must provide a valid US Driver's License at the time of processing.*

SELECTION REQUIREMENTS

This position requires applicants to complete an interview. The interviewed candidate(s) possessing the qualifications best suited to fulfill the responsibilities of the position will be selected for hire as defined by the collective bargaining agreement.

Preference may be given to individuals with experience working in winter operations and/or citywide events.

APPLICATION EVALUATION: Initial evaluation will be based on information provided on the application and the documents submitted. Department of Human Resource staff will review applications after the final posting date. Staff will follow any and all required Employment/Hiring Plan provisions, federal, state and local laws, and Collective Bargaining Agreements when applicable. Staff will apply hiring preferences as required by the municipal code. Placement on an eligibility list is not an offer or guarantee of an interview nor employment with the City of Chicago.

COMMITMENT TO DIVERSITY: To further our commitment to hiring applicants with diverse experience the City of Chicago has adopted the following ordinances 2-74-020 and 2-74-075. The ordinances provide a preference to applicants who meet minimum qualifications and who are veterans of the Armed Forces, and/or residents of Socio-Economically Disadvantaged Areas (SEDA) and/or Chicago Public School (CPS) high school graduates to be referred to departments for consideration. ***These hiring preferences do not apply to bidders, as Collective Bargaining Agreements define the hiring process for bidders. For positions covered by a collective bargaining agreement, bidders will be considered before external candidates.*** To learn more about our hiring practices [click here](#).

ALL REFERENCES TO POLITICAL SPONSORSHIP OR RECOMMENDATION MUST BE OMITTED FROM ALL APPLICATION MATERIALS SUBMITTED FOR CITY EMPLOYMENT.

The City of Chicago in an Equal Employment Opportunity and Military Friendly Employer.

City of Chicago

Brandon Johnson, Mayor

Posting Date Oct 25, 2024 | **Unposting Date:** Nov 8, 2024

BU: 08

Salary: \$52.43 | **Maximum Salary:** Pay Basis Yearly